

MORGAN COUNTY PLANNING COMMISSION  
BOARD OF ZONING APPEALS

ADMINISTRATION BUILDING, SUITE 204  
MARTINSVILLE, INDIANA 46151  
(765) 342-1060 FAX: (765) 342-1091

**PROCEDURE FOR VARIANCE/SPECIAL EXCEPTION**  
**FROM THE ORDINANCE**

It is the policy of this office not to issue a permit on any item requiring a variance from the Morgan County Zoning Ordinance until the matter has been presented to the Morgan County Board of Zoning Appeals at their regularly scheduled meeting and they have granted their approval.

1. Contact the Morgan County Planning Commission to schedule an application conference, during which you will be advised of the review procedures. It shall be the responsibility of the petitioner to become familiar with the regulations, policies and procedures of the County. If necessary, a copy of the Morgan County Zoning Ordinance may be purchased. Review the document carefully. At the application conference, the petitioner shall designate one contact person to work with the Planning Department for the duration of the project.
2. Contact: Morgan County Planning Commission, 180 South Main Street, Suite 204 Martinsville, IN. 46151, (765) 342-1060.
3. The Board of Zoning Appeals holds a meeting on the 4<sup>th</sup> Monday of every month. There is a deadline to file for this meeting by the 4<sup>th</sup> Monday of the previous month.
4. You will need to fill out the Application for Variance on Area/Use, signed and notarized.
5. When the forms are returned to the office by the deadline, all necessary fees will be collected.
6. Plot plan showing size of property, road frontage, location of all structures on property line, also distances to other buildings on property.
7. If the applicant does not own the property, written approval must be obtained from the legal owner and submitted with the application at the Plan Commission Office.
8. Notify adjoining property owners by certified mail with return green receipts. This must be done no later than ten (10) days prior to the meeting.
9. Advertise "Notice of Public Hearing" in a local newspaper with circulation in Morgan County. This must be done no later than ten (10) days prior to the meeting and to run a minimum of one day.
10. Return the certified green receipts, publication notice from the newspaper and notarized affidavit at least five (5) days before the Board meeting.

After receiving Board approval, we will need the septic permit from the Morgan County Board of Health and clearance from the Morgan County Highway Department regarding the driveway and culvert. All necessary permits will be issued at the Plan Commission Office.

**If all requirements stated on this procedure form are not met by the deadline dates stated above you could be subjected to a continuance to the following months meeting.**